

DD/A Registry  
File Pers-3

DDA 78-0808

28 February 1978

MEMORANDUM FOR: Director of Personnel

FROM: John F. Blake  
Deputy Director for Administration

Fred:

1. Action is now commencing to recast the Intelligence Community Staff into a Resource Management Staff. In the process of accomplishing this recasting, certain of the responsibilities heretofore held by the Intelligence Community Staff will have to be elsewhere located. In this connection, the Director has requested that your Office assume the responsibility for the honor and merit award activity for the intelligence community.

STATINTL 2. Will you please undertake the necessary action with [redacted] office to accomplish the transfer of this responsibility and acquire the necessary records from them.

/s/ Jack

John F. Blake

Distribution:

Orig - D/Pers

~~2~~ - DDA (subj) chrono

1 - JFB Chrono

1 - D/DCI/RM

DDA:JFBlake:kmg (28 Feb 78)

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Approved For Release 2003/04/17 : CIA-RDP81-00142R000400090006-6					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	DCI				
2	7D 5607 Hqs				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Atts: DDA 78-0808/2, -/3					
Remarks:					
<p>The attached memoranda serve as a "status report" on our movement to assume responsibilities for the Community Award Program</p>					
<p>FOLD HERE TO RETURN TO SENDER</p>					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Deputy Director for Administration 7D 24 Hqs.				22 Mar 78	
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FORM NO. 237 Use previous editions  
1-67

(40)

"The attached memoranda serve as a "status report" on our movement to assume responsibilities for the Community Award Program. /s/Jack Blake"

Orig RS - DCI  
1 - DDCI  
1 - ER  
1 - DDA Subj  
1 - DDA Chrono  
1 - JFB Chrono

Atts: Memo dtd 20 Mar 78 to DDA fr D/Pers, subj:  
Intelligence Community Awards (DDA 78-0808/2)

--Memo dtd 20 Mar 78 to ES/NEIB fr D/Pers, same subj  
Approved For Release 2003/04/17 : CIA-RDP81-00142R000400090006-6  
(DDA 78-0808/3)

STATINTL

STAT

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Approved For Release 2003/04/17 : CIA-RDP81-00142R000400090006-6

SUBJECT: (Optional)

INTELLIGENCE COMMUNITY AWARDS

DD/A Registry

File Personnel-3

FROM: F. W. M. Janney  
Director of Personnel  
5 E 58, Hq.

EXTENSION

NO.

DATE

20 MAR 1978

TO: (Officer designation, room number, and building)

FO/DOA 3/21 DATE 3/21

ADDA

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration  
7 D 18, Hq.

22 MAR 1978

2.

3.

4.

5.

5E 58 Hqs.

6.

7.

8.

9.

10.

"Fred

Glad to see you moving forward. Am sending your memo to me [redacted] to DCI as a 'Status Report'.  
/s/Jack Blake"

Distribution:

Orig RS - D/Pers w/cys of Atts (DDA 78-0808/2, -/3)

1 - DDA Subj

1 - DDA Chrono

1 - JFB Chrono

DDA:JFBlake:kmg (22 Mar 78)

14.

15.

25X1

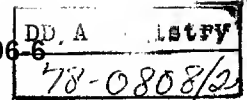
25X1A

25X1

DD/A Registry  
78-0808/1

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20 MAR 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Intelligence Community Awards ☐ 25X1

REFERENCE : DDA Memo 78-0808, dtd 28 Feb 78,  
same subject

25X1 1. ☐ This memorandum provides information regarding action taken and plans for implementation of the Director's request that the Office of Personnel assume responsibility for the honor and merit award activity of the Intelligence Community.

25X1 25X1 2. ☐ We have held initial discussions with ☐ ☐ who is presently providing secretariat support for this awards program in his capacity as Executive Secretary of the National Foreign Intelligence Board. Attached is a copy of his memorandum on this subject and our response.

25X1 3. ☐ A revision of DCID No. 1/18 (copy attached) is being drafted to indicate the change in responsibility and procedures. Paragraph 5 of the DCID will indicate that the Director of Personnel, CIA, will maintain the records. The procedures in Paragraph 6 will be revised to provide for a Review Panel on IC Awards and to state that recommendations will be forwarded through the Executive Secretary, NFIB, to the Director of Personnel, CIA, for consideration by the Review Panel and final recommendations by NFIB to the Director. We will add provision in Paragraph 6 for the responsibility of the Office of Personnel to arrange appropriate awards ceremonies.

F. W. M. Janney

F. W. M. Janney

Atts

This document may be downgraded  
to Unclassified when separated  
from classified attachments

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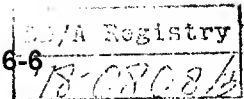
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25X1

Distribution:

0+1 - Addressee  
1 - D/Pers  
~~2-1~~ BSD (1 w/h)  
1 - HMAB

25X1A OP/BSO/  mem (17 Mar 78)



MEMORANDUM FOR: Executive Secretary, National Foreign  
Intelligence Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Intelligence Community Awards

REFERENCE : IC Memo 78-5028, dtd 10 Mar 78,  
same subject

1. The Executive Secretary, Honor and Merit Awards Board, Office of Personnel, has been delegated responsibility for providing secretariat support to the Intelligence Community Awards Program. [redacted] will contact you to arrange the transfer of the medals, certificates and appropriate records. Your offer of assistance and background information is appreciated.

STATINTL

2. We will initiate a revision of DCID No. 1/18 in order to announce the change in responsibility and to establish necessary procedures.

STATINTL

[redacted]  
F. W. M. Janney

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/18<sup>1</sup>RECOGNITION OF EXCEPTIONAL SERVICE TO THE  
US INTELLIGENCE COMMUNITY

(Effective 18 May 1976)

1. Provision for honor and merit awards for exceptional service to the US Intelligence Community is hereby established pursuant to the responsibilities assigned to the Director of Central Intelligence in Executive Order 11905 and National Security Council Intelligence Directives, and to Public Law 83-763 which provides that the heads of departments and agencies may confer honor or monetary awards on those whose superior accomplishments or other personal efforts contribute to the efficiency, economy or other improvements of Government operations or who perform special acts or services in the public interest.

2. Intelligence Community medals and awards

Intelligence Community honor and merit awards to be conferred by the Director of Central Intelligence upon the recommendation of the National Foreign Intelligence Board are as follows:

a. The *National Intelligence Distinguished Service Medal* may be awarded for distinguished meritorious service or achievement to the United States in a duty of great responsibility within the Intelligence Community, the outstanding accomplishment of which distinctly benefits the interests of the United States and constitutes a major contribution to the foreign intelligence mission of the Intelligence Community.

b. The *National Intelligence Medal of Achievement* may be awarded for especially meritorious conduct in the performance of outstanding service to the United States as a member of the Intelligence Community. The National Intelligence Medal of Achievement recognizes performance of an especially difficult duty in a clearly exceptional manner. The service being recognized must relate directly to the Intelligence Community's mission to provide the intelligence required for national policies and the national security.

c. The *Intelligence Community Certificate of Distinction* may be awarded for sustained superior performance of duty of high value to the Intelligence Community, or for a significant single act of special merit.

3. *Presidential awards*

The foregoing listing of Intelligence Community awards is in addition to the following Presidential awards for which personnel of the Intelligence Community also may be eligible:

The National Security Medal

The Presidential Medal of Freedom

The President's Award for Distinguished Federal Civilian Service.

<sup>1</sup>This directive supersedes DCID No. 1/18 effective 12 July 1973.

*4. Relation to departmental and agency awards*

a. The Intelligence Community medals and awards established in this directive are intended to enable specific recognition of services of particular benefit to the United States in the execution of the Intelligence Community mission, and do not replace any of the medals and awards for which provision is made in departmental or agency regulations.

b. Normally, the same exceptional duty performance which results in the presentation of an Intelligence Community medal or award will not be the basis for a comparable medal or award by the individual organization to which the person receiving the award is assigned on a career basis, but such dual recognition is not precluded.

c. Provision for authority to wear decorations by military personnel and entry of such award on official records will be as determined by the individual Military Departments.

*5. Honor and Merit Awards Board*

The National Foreign Intelligence Board will serve as the Honor and Merit Awards Board for consideration of recommendation of the award of Intelligence Community medals. The Executive Secretary of the National Foreign Intelligence Board will maintain records of recommendations, actions taken and presentation of Intelligence Community Awards. The Director of Central Intelligence may, if he so elects, approve award of the Intelligence Community Certificate of Distinction without prior referral to the National Foreign Intelligence Board.

*6. Procedures*

a. Recommendations for Intelligence Community awards may be initiated at any level in any organization of the Intelligence Community.

b. Recommendations initiated in their respective organizations will be forwarded by the Deputy for the Intelligence Community, or by individual members of the National Foreign Intelligence Board to the Executive Secretary of the National Foreign Intelligence Board.

c. No particular format is prescribed, but each recommendation should include the following:

Title of the recommended award;

Name, position title, grade and organization assignment of the nominee;

Inclusive dates of the time period to which the proposed award is applicable;

A narrative description of the performance or service warranting the award;

A proposed unclassified citation;

Indication as to whether another award is being recommended within the particular department or agency to which the nominee is assigned for the same performance or service; and

The title and signature of the chief of the intelligence organization submitting the recommendation.

*7. Presentation*

Presentation of the National Intelligence Distinguished Service Medal and the National Intelligence Medal of Achievement will be made by the Director of Central



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Intelligence, or, if circumstances prevent such, by the Deputy for the Intelligence Community. Presentation of the Intelligence Community Certificate of Distinction will be made either by the Deputy for the Intelligence Community or the head of the organization to which the person receiving the award is assigned.

George Bush  
Director of Central Intelligence

DD/A Registry

File Personnel 3

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Fred Jones</i>		
2	Director of Personnel 5E 58 Hqs		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Att: DDA 78-0808/1			
Remarks:			
<p><i>Any problem?</i>  <i>Should you not get</i>  <i>something out through</i>  <i>NFIB channels establishing</i>  <i>your procedures?</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
Deputy Director for Administration		14 Mar 78	
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FORM NO. 1-67 237 Use previous editions

(40)

STATINTL

DDA:JFBBlake:kmg (14 Mar 78)

Distribution:

Orig RS - D/Pers w/att

1 - DDA Subj w/att

1 - DDA Chrono

1 - JFB Chrono

Att: Memo dtd 10 Mar 78 to D/Pers fr ES/NFIB, subj: Intelligence Community Awards (DDA 78-0808)

"Any problem?" *Should you not put something out through NFIB channels establishing your procedures?*

/s/Jack Blake

<b>TRANSMITTAL SLIP</b>		DATE 16 March
TO: <i>EO/</i> DDA		
ROOM NO.	BUILDING	
	CIA	
REMARKS:		
<p><i>ADDA -</i></p> <p><i>DDA</i> <i>3</i></p> <p><i>NFIB Mtg today</i></p> <p><i>note para 4 - if you</i></p> <p><i>had not already been</i></p> <p><i>aware!</i></p>		
FROM: NFIB/S <i>C</i>		
ROOM NO.	BUILDING	
4S04	CHB	

FORM NO. 241  
1 FEB 55

REPLACES FORM 35-8  
WHICH MAY BE USED.

(47)

25X1

NATIONAL FOREIGN INTELLIGENCE BOARD

IC-78-5028  
10 March 1978

MEMORANDUM FOR: Director of Personnel

FROM :   
Executive Secretary

SUBJECT : Intelligence Community Awards

REFERENCE : DDA 78-0808, dated 28 February 1978

1.  We have been advised that your office has assumed the responsibility for honor and merit award activity for the Intelligence Community. In that connection, I am pleased to forward to you the attached nomination of , USN, to receive the National Intelligence Medal of Achievement.

2.  The usual practice has been for the Review Panel on IC Awards to make a recommendation to the NFIB on each nomination, which the NFIB Secretariat then circulates to the Board for concurrence and the DCI for approval. Although the Review Panel is not provided for by DCID 1/18, which establishes the criteria and procedures for Community awards, it is my understanding that the system has worked more smoothly because of it. On rare occasions, when time is critical, have we had to by-pass the Review Panel and then only with the knowledge and approval of the Chairman. When you decide at what stage you would like NFIB to consider each award, I will be glad to oblige.

3.  Once NFIB and the DCI have approved an award, from now on I will notify your office so you can make arrangements for its presentation. There are currently four awards in the pipeline. One is out for vote and three have been approved and are awaiting presentation. In the past we have tried to group the presentations to make the most effective use of the NFIB's time.

4.  Last week the DCI requested that we present the National Intelligence Distinguished Service Medal to John McMahon at the NFIB scheduled for Tuesday, 14 March at 1530. We went ahead and made the arrangements because of the

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SUBJECT: Intelligence Community Awards

short deadline and the fact that your office has not had the opportunity to fully assume this new role. We would be pleased to have someone from your office join us on Tuesday although the ceremony is likely to be atypical because John is so well known to everyone involved.

25X1 5. ☐ As soon as you designate a component to handle the award responsibility, I will see that the medals, certificates and appropriate records are turned over to it. If I or my staff can be of any assistance to you by passing on useful folklore, please let me know.



25X1A

Attachment:  
As Stated

CC: DDA

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IC-78-5028

Copy 1 - Addressee

1 - DDA

1 - D/DCI/RM 25X1A

1 - SA/D/DCI/RM [REDACTED]

1 - NFIB Subject

1 - NFIB Chrono

1 - IC Registry Official File Copy

1 - IC/SS

D/DCI/IC/NFIB/S/[REDACTED] 3/10/78

25X1A

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Approved For Release 2003/04/17 : CIA-RDP81-00142R000400090006-6

March 8, 1978

IC-2338-78

25X1

MEMORANDUM FOR: [REDACTED]  
Executive Secretary, NFIB

FROM: [REDACTED]  
Deputy to the DCI for Resource Management

SUBJECT: Nomination of Commander [REDACTED] USN, for the  
National Intelligence Medal of Achievement

REFERENCES: a. DCI Directive No. 1/18, Recognition of Exceptional  
Service to the U.S. Intelligence Community.  
b. Intelligence Community Staff Memorandum DCI/IC  
76-1295, 5 April 1976, subject: Review of  
Nomination for an Intelligence Community Award.

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1. Commander [REDACTED] USN, is nominated for the National Intelligence Medal of Achievement in recognition of the exceptional service performed during the period of his assignment to the Intelligence Community Staff from 30 August 1975 until 6 March 1978, as an Intelligence Evaluation Officer in the Office of Performance Evaluation and Improvement, pursuant to references above.

2. A narrative justification in support of this nomination and a proposed unclassified citation are attached.

3. Commande [REDACTED] is not being recommended for another award for this same period of service.

25X1A



Attachments:

1. Narrative Justification
2. Citation

25X1A

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Next 3 Page(s) In Document Exempt

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28 February 1978

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FROM: John F. Blake  
Deputy Director for Administration

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STATINTL

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John F. Blake

Distribution:

Orig - D/Pers

2 - DDA [redacted]

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